



# Maximizing PivotTable (Microsoft Excel 2010)

## Course Aims

This in-depth one-day course introduces ways to create and work with Pivot Tables to look, organize and summarize, your data in a variety of ways. Discover how to perform a variety of calculations with Pivot Table Data. Pivot Table – a great analysis tool!

## Pre-requisites

An understanding of Microsoft Excel 2007 will be an added advantage.

Level	Duration	Time
Intermediate To Advanced	1 Day / 7.5 Hours	9:00 am to 5:30 pm

### Module 1. Making Data Work For You

- Maximize the Power of PivotTable
- Ask the Questions
- Get the Answer
- Review

### Module 2. A Quick Tour

- Determine What You Need to Know
- Identify the Source
- Creating the Pivot Table
- Working with Pivot Table Layout
- Review
- Practice – Creating the PivotTable

### Module 3. Manipulating the PivotTable

- Rearranging the Layout
- Adding New Field
- Renaming a Field
- Formatting Numbers
- Changing Sorting Order
- Showing Top 10
- Refreshing Data
- Review
- Practice – Manipulating the PivotTable

### Module 4. Digging Deeper

- Grouping Items
- Displaying Subtotals
- Hiding/Showing Grand Totals
- Formatting PivotTable
- Using Slicer
- Formatting Slicer
- Review
- Practice – Grouping Item and Using Slicer

### Module 5. Beyond the Basics

- Creating s Second Data Field
- Changing the Summary Function
- Displaying Numerical Value as a Percentage of the Total
- Creating a Custom Calculation
- More Function in Custom Calculation
- Review
- Practice – Creating Custom Calculation

### Module 6. More PivotTable Calculations

- Using Formulas
- Creating a Calculated Field
- Creating a Calculated Item
- Using GetPivotData Function
- Turn off GetPivotData Function
- Review
- Practice – More PivotTable Calculations

### Module 7. Optional Topics

- Creating PivotChart
- Publishing PivotTable to the Web
- Using Multiple Source Ranges
- Review